CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
Northern District of Iowa

POSITION	POSITION OVERVIEW& REPRESENTATIVE DUTIES

POSITION

Unix Systems Administrator

LOCATION

Cedar Rapids or Sioux City Iowa

STARTING SALARY RANGE

CL27/28 $47,390 - $92,336
Starting salaries depend on education and experience in accordance with Court Personnel System. Specialized experience and/or relevant federal government experience may warrant placement at a step higher than entry level.

OPENING DATE

March 4 , 2016

CLOSING DATE

March 18, 2016, or until filled

ANNOUNCEMENT

USDC VA 16-1

The United States District Court, Northern District of Iowa, is accepting applications for a Unix Systems Administrator. The Unix Systems Administrator is part of the Information Technology team. The incumbent provides technical support to judges, judicial staff and the Clerk's Office with regard to case management, jury management and other server based applications. The Unix Systems Administrator is also responsible for PC maintenance and training court personnel in the use of automated systems. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by Unix Systems Administrator and do not reflect all duties performed by positions covered by this classification. This position may be filled in either the Sioux City or Cedar Rapids office location.

Representative Duties

- The Unix Systems Administrator/Database Administrator has the primary responsibility to maintain database and application servers for the court. These systems include but are not limited to; electronic case filing, jury management, leave tracking, Windows 2012 and 2008 Active Directory servers, VMWare virtual servers and VMWare virtual desktops
- Monitor and maintain a variety of Linux servers including Red Hat linux and Fedora
- Monitor and maintain Informix, My SQL and other database servers
- Monitors servers to ensure system and data integrity and prevent unauthorized access.
- Completes hardware and software upgrades to servers in a manner that ensures the integrity of data and minimizes server downtime.
- Performs daily backups and develops plans to ensure the accessibility of critical server information in the event of an equipment failure of natural disaster.
- Provides support to the courts local area network and VOIP systems
- Responds to and coordinates timely repair of hardware including server, personal computers, printers and other related information technology equipment and software.
- Promptly reports all inventory adds, moves and changes to the custodial officer and assist with the completion of physical inventory sightings of IT equipment.

	• Assists in the development and recommends to the IT Director short and long range automation improvement plans for all court units, ensuring that changes can be implemented with minimal disruption to the court when changes are made
	• Identifies, develops and executes implementation plans approved by the IT Director or CUEs regarding computer hardware and software, telecommunication systems, and electronic courtroom systems. Adapts software and documentation; performs testing; establishes operating procedures; and devises security systems for hardware, software, and data.
	• Backs up other systems staff and performs other office automation duties, user support, and project duties as assigned by the IT Director or Court Unit Executives
	• Perform related duties, as assigned.

QUALIFICATIONS

Applicants must be a U.S Citizen or eligible to work in the United States. High School Diploma or GED is required.

Qualification Standards
A bachelor's degree in Computer Science or a related field is preferred. In addition, candidates must possess at least three years general experience within the information technology environment and at least two years specialized experience, defined as: progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.

Technical Qualifications
• Thorough knowledge of theories, principles, practices, and usage of computer hardware and software;
• Advanced knowledge of office database design and data communications;
• Thorough knowledge of capabilities, limitations, and functional applications of information technology;
• Advanced knowledge of networking, operating systems, servers, and multi-tiered architectures with thorough knowledge of LAN/WAN internetworking technologies and strong network troubleshooting skills;
• Skill in writing program documentation;
• Ability to thoroughly analyze operating systems and identify complex issues to troubleshoot a problem or system crash;
• Thorough knowledge of flowcharting, form design, and control procedures;
• Extensive knowledge of data communication security and privacy techniques;
• Knowledge of and skill in information technology management;
• Skill in reviewing procedures, policies, and manuals;
• Skill in coordinating information technology projects with senior management;
• Skill in analyzing, interpreting, and presenting research findings to prepare design specifications; and
• Ability to manage multiple projects, prioritize work, and meet established deadlines and commitments.

BENEFITS

- 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in Flexible Benefits Program (Health Care and Dependent Care Reimbursement)
- Optional participation in Commuter Benefit Program
- Optional participation in Long-Term Disability Insurance
- Credit for prior government service

ADDITIONAL INFORMATION FOR APPLICANTS

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee.

All employees of the U.S. District Court (except Law Enforcement Officers) are considered "at will" employees and can be terminated with or without cause.

Considerable physical effort may be involved in moving, connecting, or troubleshooting equipment and running network cabling. Overnight travel to the divisional office will be required as well as travel outside of the area for training. Periodic work during non-business hours is required.

The applicant selected for this position will be required to submit to and successfully complete a full background investigation which includes fingerprinting, criminal record checks, and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation similar to the initial one. Selectee will be hired provisionally pending a successful completion of the investigation. Unsatisfactory results may result in termination of employment.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. District Court provides reasonable accommodations to applicants with disabilities.

HOW TO APPLY

Candidates wishing to apply must submit an application packet that describes their interest in the position as well as any relevant education, experience, skills, or abilities that they believe makes them uniquely qualified for the position, along with a resume and three professional references.

To be assured consideration for this position, application packets must contain all of the following required documents:

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of this position;
2. Completion and submission of the AO78-Federal Judicial Branch Application of Employment. The application can be accessed http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf
3. Resume with references
4. If applicable, include copies of college transcript (unofficial).

All Application documents should be emailed in PDF format to: applications@iand.uscourts.gov

Please note:

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Only applicants who are interviewed in person will receive a written response regarding their application.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. District Court may elect to select a candidate from the original qualified applicant pool.

The United States Courts is an Equal Employment Opportunity employer.

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